



# Request for Proposals

## Professional Services for

## Statewide On-Call Geotechnical Investigations

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May 2016

### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Statewide On-Call Geotechnical Investigations. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at: <http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Master IDIQ Agreement for Professional Services](#), [Task Order](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

### SCOPE OF SERVICES

#### 1. Overview of the work:

This work involves performing a geotechnical investigation by boring, sampling, and testing of the soil and rock strata to establish the soil and rock foundation characteristics

for the analysis for the design of highway and bridge projects, when the soil and rock properties may affect subgrade and foundation performance. In addition, this work may include:

- a. Locating bedrock
- b. Searching for sources of aggregate and borrow for use in highway construction

2. Qualifications, Knowledge and Experience:

The consultant firm shall have experienced civil engineers licensed in the State of Nebraska familiar with all aspects of geotechnical design related to roadways, embankments, and bridges in Nebraska. In addition, the Consultant's team must include a Nebraska licensed well driller.

The Consultant's team shall have working knowledge of:

- a. Geotechnical industry standards
- b. The NDOR Geotechnical Manual
- c. AASHTO geotechnical testing and design standards
- d. Local, State, and federal laws and regulations that pertain to subsurface explorations.

3. Software and Equipment Requirements:

Consultant must use an AASHTO Materials Reference Laboratory (AMRL) or equivalently certified testing laboratory as approved by NDOR.

The Consultant shall have subsurface exploration equipment capable of traveling in adverse site conditions and the ability to perform hollow-stem auger, mud-rotary, and rock core drilling, as well as the ability to perform in-situ sampling and testing.

The Consultant shall have experience in installing, maintaining, and monitoring geotechnical instrumentation such as settlement gauges, piezometers, and inclinometers.

Consultant shall have geotechnical software capable of performing analyses such as slope stability, settlement (including delay periods and settlement profiles), pile design and other geotechnical analyses as may be requested by NDOR.

4. Expectations for the Deliverables:

Consultant shall provide both a geotechnical engineering report and an executive summary to NDOR for any completed subsurface exploration, laboratory testing or geotechnical analysis. The Consultant's submittals shall be in a format approved in advance by NDOR. Examples of reports are included in NDOR's Geotechnical Policies and Procedures Manual.

The geotechnical engineering report shall include, as applicable, the following field and laboratory information:

- a. Discussion of geotechnical analysis
- b. Geotechnical recommendations
- c. Boring Logs
- d. Density and moisture content of undisturbed samples

- e. Unconfined compressive test, triaxial test, direct shear test, and consolidation test reports
- f. Soil classification data
- g. Other information as requested by NDOR

Prior to submitting a final report, the Consultant shall submit a draft report to NDOR for review and approval.

The geotechnical investigation shall be done in accordance with the NDOR Geotechnical Manual and applicable AASHTO testing and design standards.

Work shall be performed at project sites as directed by the NDOR.

The schedule for the work to be performed will be specified in the Task Order.

The information provided from the geotechnical report is expected to be used by NDOR or other Consultants for roadway, bridge, and structure designs.

## **DETAILS**

It is anticipated that at least two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed four-year contract term will have a guaranteed contract minimum value of \$1,000 and a maximum value of \$400,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$20,000 to \$70,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

At least four (4) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.***

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov).

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov)

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

**Please do not call or write NDOR staff for information regarding the services in this RFP.** Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

## **EVALUATION CRITERIA**

### **Short List (100 pts)**

1. Qualifications (50 pts)
  - a. Project manager and key team members are qualified to perform the work categories on the projects.
  - b. Computer capability of the firm. Geotechnical analysis software capacity to perform such services as: slope stability analyses, settlement analyses, and pile design.
  - c. Qualifications and capability of key team members.
  - d. What is the knowledge and experience of the consultant's team with these types of projects?
  - e. Did the consultant list comparable projects they have been involved with?
  - f. Familiarity with the NDOR Geotechnical Manual and current AASHTO testing and design standards.
  - g. Consultant has an AASHTO Materials Reference Laboratory (AMRL) or equivalent certified testing laboratory
2. Performance Data (25 pts)
  - a. Performance evaluations for the firm and the team with NDOR.
  - b. Have previous submittals to NDOR been complete and did they meet NDOR standards?
  - c. Has the consultant met project schedule on previous projects with NDOR?
  - d. Has the consultant cooperated and communicated well with NDOR staff on previous projects?

- e. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?
- 3. Understanding of the Services to be Provided (25 pts)
  - a. Did the consultant demonstrate understanding of the key elements of the services to be provided?
  - b. Did the consultant adequately address through the response to the RFP that they were allocating appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceived them?

**Final Selection (100 pts)**

- 1. Qualifications (40 pts)
  - a. Project manager and key team members are qualified to perform the work categories on the projects.
  - b. Computer capability of the firm. Geotechnical analysis software capacity to perform such services as: slope stability analyses, settlement analyses, and pile design.
  - c. Qualifications and capability of key team members.
  - d. What is the knowledge and experience of the consultant's team with these types of projects?
  - e. Did the consultant list comparable projects they have been involved with?
  - f. Familiarity with the NDOR Geotechnical Manual and current AASHTO testing and design standards.
  - g. Consultant has an AASHTO Materials Reference Laboratory (AMRL) or equivalent certified testing laboratory
- 2. Ability to Perform the Work (20 pts)
  - a. Does the consultant have adequate staff available to complete the contracted services in an acceptable time frame?
- 3. Performance Data (20 pts)
  - a. Performance evaluations for the firm and the team with NDOR.
  - b. Have previous submittals to NDOR been complete and did they meet NDOR standards?
  - c. Has the consultant met project schedule on previous projects with NDOR?
  - d. Has the consultant cooperated and communicated well with NDOR staff on previous projects?
  - e. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?
- 4. Quality of Interview (20 pts)
  - a. Consultant's interview was clear and concise.
  - b. Consultant addressed evaluation factors and covered service issues adequately.
  - c. Consultant answered committee questions logically and thoroughly.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date</b>	<b>Time</b>
RFP Posted	May 25	
Last Day Updates to RFP may be posted	June 8	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	June 15	5:00 PM
<b>Proposals Due</b>	<b>June 15</b>	<b>5:00 PM</b>
Post Short-List Consultants & Interview Schedule	June 22	5:00 PM
Interview	June 28	9am-2pm
Post Final Selections	July 1	5:00 PM

### **IDIQ ORDERING PROCEDURES**

When ordering specific on-call design services NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

- a. Professional qualifications of the firm
- b. Specialized experience and technical competence in the type of work required
- c. Past performance of similar type of work
- d. Capacity of firm to perform the work in a timely manner
- e. To fulfill the minimum guarantee

Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

- a. Detailed scope of work
- b. Detailed description of deliverables
- c. Description of performance/quality measures
- d. Timeline for delivery of services

### **SUBMITTAL OF PROPOSALS**

***All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.***

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy or it can be emailed to [brad.reid@nebraska.gov](mailto:brad.reid@nebraska.gov)

Consultant Services Engineer  
 Nebraska Department of Roads  
 Planning and Project Development Division  
 1500 Highway 2, PO Box 94759  
 Lincoln NE  
 PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.

4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

## **INTERVIEWS**

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR selection committee will conduct interviews with the short-listed consultants via telephone, video conference, or in person at the Department of Roads, Central Complex, 1500 highway 2, Lincoln, Nebraska. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director  
Nebraska Department of Roads

*EQUAL OPPORTUNITY EMPLOYER*